

**FIRE PREVENTION EDUCATION OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION EDUCATION OFFICER** to be administered in **JEFFERSON PARISH F.P.D.** on **MAY 26, 2010**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority.	7.0%
FIRE HAZARDS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, condition, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	5.0%
FIRE REPORTS Knowledge of the information gathering process and procedures for completing required reports in order to document the performance of fire prevention duties.	9.0%
PUBLIC FIRE EDUCATION Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs.	37.0%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to interact with other agencies, and the public, the media, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.	24.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, including performing duties requiring interpretation of laws and policy and planning operations to handle fire prevention problems or enhance division programs.	11.0%
TRAINING Knowledge of the procedures for developing training materials on fire prevention topics and for serving as an instructor in fire inspection, fire investigation, or fire prevention education areas.	7.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire and Life Safety Educator, 2nd ed., 1997.
Fire and Emergency Services Instructor, 7th ed., 2006.
Fire Inspection and Code Enforcement, 6th ed., 1998.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

SPEECH A BASIC TEXT, Jeffrey, Robt. C., and Peterson, Owen (LSU), Harper and Row Publishers, Inc., 10 East 53rd Street, New York, NY 10022, 2nd ed., 1983.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.